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MAR 11 1954

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Harvard University ADVANCED MANAGEMENT
PROGRAM

REFERENCE : Memorandum for Assistant Directors from
Director of Training, dated 8 March 54,
same subject

1. The above cited reference presents information concerning
applications to attend subject training program. Participation in
this training program would equip highly qualified administrative
personnel for possible advancement into positions of greater execu-
tive responsibility.

2. Attached hereto is a roster of CD-A personnel in grades
GS-15 to 18 who are assigned to the DD/P organization.

3. It is requested that you take the following action:

a. Arrange for the provisions of the reference cited
above to be communicated to the employees listed on the
attached roster who are in departmental assignments.

b. Encourage the submission of applications by those
CD-A employees who, in the opinion of their division or
staff chiefs, would become of greater direct value to the
Agency as a result of such training.

c. Prepare and submit an application for each overseas
CD-A employee whom you or the Deputy Director (Plans) wish
to nominate for this training, who will return prior to
September 1954, and who desires this training.

d. Arrange for all applications by CD-A personnel to
be forwarded to me by 1 April 1954, together with appropriate
indication of your concurrence or non-concurrence and reasons
therefor.

Attachment

ES/DDA/CSB:DST:hh (11 Mar 54)

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Distribution:

L. K. WHITE

Acting Deputy Director

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